

Tasking Memorandum No. 00265

**Memorandum For** DCMA Executive Directors

Commanders, Defense Contract Management Districts

**Subject:** DCMA Regulatory Guidance and Forms Team (TASKING)

**Date:** July 10, 2000

**Suspense Date:** July 20, 2000

**Target Audience:**

**Requirement(s):**

- As an agency, DCMA will issue regulatory guidance and forms specific to the agency.
- An Integrated Process Team (IPT) is being established to review currently applicable DLA publications and forms, and determine the processes and procedures DCMA will follow in establishing, revising, and canceling regulatory guidance and forms. As a reminder, until new processes and procedures are implemented, DCMA will follow DLA publications and forms as stated in Policy Memorandum 00-222.
- The objectives of the team are:
  - Review the regulatory guidance and forms processes, procedures and formats of the Services and other Defense Agencies.
  - Develop a concept of regulatory guidance and forms management that best supports and is consistent with DCMA management processes.
  - Develop a DCMA regulatory guidance and forms document management process and the procedures and enabling tools/aids/etc., necessary to effectively implement that process.
  - Develop standard processes for the distribution/dissemination of regulatory and informational guidance throughout DCMA.
- The IPT team will consist of representatives from the HQ DCMA Directorates, District and CMO staffs. An invitation to participate will be extended to the union. The team charter listing the members, invited guests, and advisors is attached.
- Request the Executive Directors nominate one person for their directorate to participate on this team. In addition, each District is to nominate one district and one **CMO** representative. In order to mix skills, DCMDE should nominate a FB person and one person from a geographic CMO, DCMDW a HR person and a person from a resident CMO, and DCMDI an OC person and a geographic **CMO** representative. Nominations are due to Debbie Dayton, DCMA-FBP, by July 10, 2000.

**Point of Contact for Further Information:**

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**Signature:**

  
Carla Liberatore/Executive Director, Financial and Business Operations/Comptroller